



MINISTRY OF TOURISM  
SCHOLARSHIP  
APPLICATION FORM



The Cayman Islands Ministry of Tourism  
**Scholarship Programme**  
*Building Tourism through Education*

**2018 Scholarship Awards**

**Application Form**

[www.caymanislands.ky/motscholarship](http://www.caymanislands.ky/motscholarship)



## MINISTRY OF TOURISM SCHOLARSHIP APPLICATION FORM



This Scholarship represents an effort on the part of the Ministry of Tourism to encourage more Caymanian involvement in the tourism sector, particularly at the managerial level. It is designed in particular for students who demonstrate a **financial need**, and who wish to pursue a Bachelor's Degree in an **approved tourism or tourism-related discipline**. Consideration will also be given to students who wish to pursue a Masters degree in an approved tourism or tourism-related discipline.

### CRITERIA FOR THE GRANT OF THE CAYMAN ISLANDS MINISTRY OF TOURISM SCHOLARSHIP

In awarding this scholarship, the following criteria will be taken into account. Candidates must:

- 1) Be Caymanian.
- 2) Have proof of having resided in the Cayman Islands for 5 years prior to application for a scholarship. They should present a letter from their most recent school or from parent's employer.
- 3) Produce proof of acceptance at a regionally accredited institution ranked competitive or higher.
- 4) Be at least 17 years of age.
- 5) Be studying a programme in a tourism or tourism related field.
- 6) Be in good health and of good character. Two character references are required: one academic and one from a non-relative should be attached to the application.

### AWARDING OF SCHOLARSHIPS

Once the application has been reviewed and all the required documentation has been received, short listed applicants will be contacted for an interview with the Scholarship Interview Panel and all applicants will be contacted thereafter. Following the interview, the Scholarship Interview Panel will make their recommendation to the Scholarship Committee.

### SCHOLARSHIP COMMITTEE DECISIONS

All decisions of the Ministry of Tourism Scholarship Committee are final.

### THE APPLICATION DEADLINE FOR 2018 AWARDS IS **SATURDAY, 31<sup>st</sup> MARCH 2018**

Applications can be completed online or complete the Word version and submit to the CIDOT Offices clearly marked **Scholarship Application** to:

MoT Scholarship Administrator  
Department of Tourism  
3<sup>rd</sup> Floor Government Administration Building  
PO Box 134, Grand Cayman, KY1 - 9000

For further information please contact the MoT Scholarship Administrator, Tunisia Barnes at the Department of Tourism (CIDOT) by telephone at 244-1252 or by email at [motscholarship@caymanislands.ky](mailto:motscholarship@caymanislands.ky)



# MINISTRY OF TOURISM SCHOLARSHIP APPLICATION FORM



Name of Applicant:

Course of Study:

University:

Contact Information: (Home/Cell Numbers):

### CHECKLIST OF ENCLOSURES

Please ✓ check each box when each enclosure has been completed!

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | ➤ Scholarship Guidelines - <i>Read, understood and accepted</i>   |
| <input type="checkbox"/> | ➤ One full face passport sized photograph   |
| <input type="checkbox"/> | ➤ Scholastic Records e.g. copies of Exam Certificates, Diploma and SAT  |
| <input type="checkbox"/> | ➤ Birth certificates/ Status or Adoption Documents for Parents and Applicant                                  |
| <input type="checkbox"/> | ➤ Personal Statement  |
| <input type="checkbox"/> | ➤ Applicant's Résumé  |
| <input type="checkbox"/> | ➤ Institution's letter of acceptance or provisional letter of acceptance                                      |
| <input type="checkbox"/> | ➤ Completed University Data Form and Supporting Documents   |
| <input type="checkbox"/> | ➤ Regulation Governing Disbursement & Accounting of Funds - <i>Read, understood and accepted</i>              |
| <input type="checkbox"/> | ➤ Institution's costs covering: tuition, board, meal, and other fees with Supporting Documents                |
| <input type="checkbox"/> | ➤ Medical Report and Examiners Report (signed & sealed by Doctor) - <a href="#">Form available online</a>     |
| <input type="checkbox"/> | ➤ Completed Surety Forms (2 Sureties) with Job Letter and Bank Letter - <a href="#">Form available online</a> |
| <input type="checkbox"/> | ➤ Sealed Character References (2 References) - <a href="#">Form available online</a>                          |

Please sign and date this form once **all enclosures** have been completed & attached:

Signature of Applicant:

Date:

For official use only - Do not write in this space!			
Date Application Received:		Application Complete?	
Interview (Date):		Evaluated by Ministry:	
Evaluated by Panel:		Approved by Ministry?	
Recommended or Deferred?		Reason Applicant Has Not Been Recommended:	



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Date Written Response Sent to Applicant:		
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(Attach photo)

**APPLICANT INFORMATION**

1. Applicant's Full Name:

2. Marital Status:

3. Date of Birth:

**Provide copy of Birth certificate and proof of Caymanian Status.**

4. Applicant's Postal Address:  KY  -

5. Applicant's Physical Address:

6. Phone Numbers (Home):  (Work):  (Cell):

7. Email personal:  Email 2:

8. Secondary/ Tertiary School attended and degree obtained  
**Attach copies of relevant certificates and transcripts.**

1) Secondary/ Tertiary School attended:

a) Degree:

b) Date completed:

2) Secondary/ Tertiary School attended:

a) Degree:

b) Date completed:

9. Head of last Institution attended by the applicant:

Name of current Head:

Name of Institution:

PO Box & Post Code / Telephone Number:

10. SAT scores: Critical Reading  Mathematics  Writing  Year taken   
**(Please attach a copy - if applicable)**



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**PARENT'S/GUARDIAN INFORMATION:**

11. Parents' /Guardian's full name, including maiden name, nationality, address, telephone and email contact.  
**If under 18 Years of Age, Provide proof of Status or Residency Papers and Birth certificate.**

Name:

Name:

Nationality:

Nationality:

Address:

Address:

Phone #:

Phone #:

Email:

Email:

**CHARATER REFERENCES:**

12. Two persons **other than relatives** who know the applicant well and to whom application may be made for character references: (These can include tourism officials, clergy, pastor, teachers and persons of similar calibre).

Name:

Name:

Phone#:

Phone#:

Email:

Email:

**SURETY INFORMATION:**

13. Please provide the names of two (2) persons who have been contacted and have agreed to be sureties for the student bond.

1. No two members of the same household can be sureties.
2. Sureties MUST be resident in the Cayman Islands.

Name:

Name:

Phone#:

Phone#:

Email:

Email:



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**PERSONAL STATEMENT**

In a brief statement, describe your background, your past work experience, and your plans for studying a professional career. Where applicable, highlight any work experience or studies in a tourism or tourism related field. If you are not currently enrolled in an academic programme, please describe any activities that you have participated in that would help the committee understand your desire to pursue a career in tourism. **(Attach resume)**

**Applicant's Full Name:**

**Proposed Field of Study:**

**University Chosen:**

**INSERT STATEMENT HERE**

**On completion** of your intended course, what kind of work would you like to do upon return to the Cayman Islands? Please note that you are required to return to the Cayman Islands and work within the tourism industry as per item (12) in the Scholarship Guidelines.

**INSERT STATEMENT HERE**



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## UNIVERSITY DATA

- University to which you have applied :   
*(Attach letter of acceptance)*
- Proposed Field of Study:
- Department or programme to which you are applying:
- Duration of course:  *(Please attach details of course.)*
- Number of years already completed? (if any)
- Name, Address, Phone, and Email for University Contact (admissions or bursar):  
Name:   
Address:   
Phone #:  Email:
- What method(s) did you use in deciding to apply to this university?  
 Told By Friend/Family       Teacher/Counsellor       Direct Approach  
 College Handbook/Guide       Other (Please Specify)
- What Accreditation does the Institution have?  
 Middle State Association of Colleges and Schools       New England Association of Schools and Colleges  
 North Central Association of Colleges and Schools       Southern Association of Colleges and School  
 Northwest Association of Schools and Colleges       Western Association of Schools and Colleges  
 UK University       Canadian University  
 Other (please specify)
- Have you received counselling on this career choice?      Yes      No      If yes, from whom?  
 Teacher       Mentor       Parent       Career Advisor       Other      Other source
- Is your chosen degree listed as a major programme or school in this university?      YesNo

Please tell us why you chose this specific program at this specific university:





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**PROJECTED EXPENSES - PER YEAR**

Please provide the following information with supporting documents where requested for the Scholarship Committee's consideration of your application:

(Please attach details of University Fees.)

**THIS FORM IS FOR THE APPLCIATION PROCESS ONLY (insert **TOTAL** cost for **ONE** year)**

Select ONE: On-Campus      Off-Campus:       Online:

On Campus; Off Campus & Online Courses YEARLY PROJECTIONS		
Expense Item	Projected Amounts Needed (US\$)	Supporting Document Must be Provided
<b>Mandatory University Fees</b> <i>(Tuition, Orientation, Medical etc.)</i>		Supporting Document Must be Provided
<b>Rent/Utilities (Water/Electricity/Telephone)</b>  <ul style="list-style-type: none"> <li>On-Campus can include Meal Plan here</li> <li>Post Graduate only - Accommodation covered twice a year for on-campus mandatory visits.</li> </ul>		Projected costs to be submitted
<b>Meals/Food</b> <ul style="list-style-type: none"> <li>Off-Campus Living or where On-Campus Meal Plans are not offered</li> </ul>		Projected costs to be submitted
<b>Books</b>		Projected costs to be submitted
<b>Airfare (Roundtrip Fare)</b> <ul style="list-style-type: none"> <li>1 Roundtrip Fare per annum</li> <li>Post Graduate Online: 2 Roundtrip Fares per annum</li> </ul>		Supporting Document Must be Provided
<b>Miscellaneous</b> <ul style="list-style-type: none"> <li>US\$ 120.00 per month paid at the start of each term.</li> </ul>		Projected costs to be submitted
<b>Total Projected Expenses for 1 Year</b>		



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**Guidelines for the Management of the Cayman Islands Ministry of Tourism Scholarship**

I The Scholarship is offered annually for eligible candidates (See Scholarship Criteria) to pursue an approved tourism or tourism-related course of study at *an accredited institution ranked competitive or higher*.

*Read, understood and accepted* \_\_\_\_\_

II All institutions attended by scholarship awardees will be sent a letter signed by the Deputy Director, Product Development and the student authorizing the release of grade reports and any other pertinent information, to the CIDOT. However, scholarship awardees must also send a grade report to the Deputy Director, Product Development at the end of each school term prior to the release of the next term's funds.

*Read, understood and accepted* \_\_\_\_\_

III Students must maintain at least a 2.5 cumulative grade point average, with no failures, in a minimum of 12 credit hours in one term in the *first year of study*, and at least a 3.0 cumulative grade point average, with no failures, in a minimum of 15 credit hours thereafter. Failure to do this may result in the immediate termination of the scholarship.

*Read, understood and accepted* \_\_\_\_\_

IV Students in institutions that do not have a detailed reporting system must have a satisfactory tutorial assessment. Failure to achieve this may result in the immediate termination of the scholarship.

*Read, understood and accepted* \_\_\_\_\_

V The award of funding for each term will be authorized only if the previous term's grade report/progress report meets the minimum standards as set out in items (3: Minimum GPA Requirements), and (4: Institution's Reporting System) above.

*Read, understood and accepted* \_\_\_\_\_

VI Scholarship students may receive funds up to US\$7,000 for one summer during the course of the scholarship to continue the approved course of study, provided study is a requirement of the institution and not as a result of failures, or loss of credit due to change of major or institution, or reducing course load to part-time. Requests for summer funding must be requested 4 months prior to the summer courses being taken. Applications for summer funds will be reviewed by the Scholarship Committee and decisions communicated by the Department of Tourism (CIDOT).

*Read, understood and accepted* \_\_\_\_\_

VII Scholars are required to gain practical experience in their proposed discipline by completing at least one eight (8) week internship during their studies. The internship may be taken at any point during the completion of their program, and a summary report of the experience should be sent to the Department of Tourism.

*Read, understood and accepted* \_\_\_\_\_



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VIII Students must complete the course of study in the time stated in the scholarship award. Extensions caused by course failures, unapproved change of major, unapproved change of institution, or loss of course credit for any other reason unacceptable to the Ministry of Tourism, will be at the student's expense. *Read, understood and accepted \_\_\_\_\_*

IX The Ministry must approve transfers from one institution to another or from one major to another. All transfers must fall within the scholarship criteria term (1) listed above. Letters requesting the change must be submitted to the Scholarship Committee prior to making the change. Failure to achieve this will result in the funds being withheld until a decision is made by the Scholarship Committee to approve the request. *Read, understood and accepted \_\_\_\_\_*

X Students are required, prior to receiving ANY scholarship funds, to sign a bond with two (2) sureties requiring them, upon completion of their studies, to return to work in the tourism Industry in the Cayman Islands for the period of time equivalent to the duration of their scholarship. No two members of the same household will be accepted as sureties. *Read, understood and accepted \_\_\_\_\_*

XI If a student fails to complete the course of study due to non-compliance with any of the conditions of the bond, or if the scholarship is withdrawn on the grounds of non-compliance, the Ministry will call upon the student or his sureties to repay the sums, plus interest, expended by the Ministry on behalf of the student. Interest will be calculated based on the prevailing Cayman Islands prime rate on date repayment is demanded. *Read, understood and accepted \_\_\_\_\_*

XII The Ministry reserves the right to demand immediate payment of the full balance plus interest accrued thereon, or may elect to allow the said amount to be paid in monthly installments over an agreed period of time. *Read, understood and accepted \_\_\_\_\_*

XIII If upon successful completion of the course of study, a student refuses an offer of employment in a tourism or tourism-related position in the Cayman Islands, or to return to the island to work for the period of time stated in the bond, the Ministry will call upon the student or his sureties to repay the sums, expended by the Ministry on behalf of the student, under the same conditions outlined in (11) above. *Read, understood and accepted \_\_\_\_\_*

XIV Students are not permitted to combine this scholarship with any other government scholarship programme such as scholarships issued by the Education Council. *Read, understood and accepted \_\_\_\_\_*



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**Regulations Governing the Disbursement and Accounting of Scholarship Funds**

A FULL scholarship can be awarded for a maximum period of four (4) years, up to a monetary amount of US\$ 10,000 per Academic Year. Students may be awarded PARTIAL scholarships at the Committee’s discretion. All funds will be disbursed by CIDOT and must be accounted for by ALL recipients as follows.

Please initial each item to indicate that you have read, understand and accept the stated terms.

**1. Mandatory Fees**

Mandatory University expenses and fees will be covered under the scholarship. These include *Tuition, Medical, Student Insurance and any Other Prescribed University Fees*. These will be paid on a term basis and students will be required to provide original invoices from the University to the Department of Tourism listing these amounts. **These invoices should be provided at least (4) weeks in advance of the due date to ensure the timely processing of fees.**

*Read, understood and accepted*

**2. Projected Expenses and Claim Forms**

Students are required to complete and sign the official **Projected Expense Form** prior to any funds being disbursed. Original receipts and invoices must be supplied and attached to the completed official **Expense Claim Form**. All receipts must be affixed to a sheet of paper (tape or staple) according to the related expense category (meals/ food, rent/ utilities, books, airfare. For each expense category, students must show an itemized list of amounts spent and the total of each category must be clearly indicated.

*Read, understood and accepted*

**3. Students Living On Campus**

Students are expected to live in campus provided accommodations and take up the meal plan offered by the University. In this instance, the University charges for these costs will be included in their invoices and these will be paid on a term basis, when the mandatory fees are being paid.

*Read, understood and accepted*

**4. Students Living Off Campus**

Where a student elects to live off campus in rented accommodation, they will be provided a fixed monthly living allowance of **US\$1,000 per month to cover off campus living costs** including Rent, Food and Utilities. This allowance would be paid on a term basis and **recipients will need to account for the expenditure of these funds** with original receipts and invoices. Please note that only bills for land lines will be paid, cellular bills are not to be included.

*Read, understood and accepted*

**5. Students Living - Online**

Where a student elects to do an online course the scholarship will cover only tuition and books. This allowance would be paid on a term basis and **recipients will need to account for the expenditure of these funds** with original receipts and invoices. **Postgraduate only:** - Accommodation covered twice a year for on-campus required visits

*Read, understood and accepted*

**6. Book/Equipment Allowance/Advance**

An advance for books or equipment will be given based on the projected costs provided by the University. Equipment would cover items such as lab coats, lab equipment and other essential items required for the completion of lab-based or practical courses. Original receipts with details of books/equipment purchased would be required to account for this allowance, before any additional advances are given.

*Read, understood and accepted*

**7. Airfare**

Students will be allowed **one return airline ticket** to Cayman from the nearest gateway to their University per annum. You would be required to fly economy and by the most direct route. **Postgraduate online will be allowed two airline tickets per annum.**

*Read, understood and accepted*

**8. Miscellaneous Expenses**

All students, whether staying on or off campus, will be given a **monthly incidental allowance of US\$120**, paid per term, to cover miscellaneous expenses including inter-alia, *Transportation Charges, Travel To and From the Airport, Stationery Purchases and Phone Calls*. **Receipts for these purchases must be provided with your expense claim.**

*Read, understood and accepted*

Notwithstanding the above, total disbursements per annum to any student **shall not exceed their stated award**

*Read, understood and accepted*



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I/We have read the Regulations and Guidelines for a scholarship from the Cayman Islands Ministry of Tourism and fully understand the commitment expected of me/us. I/We agree to the terms of the Bond as described in the Scholarship Guidelines in return for the award of scholarship.

I/We declare that the particulars submitted within this scholarship application are correct to the best of my/our knowledge and belief, and I/we understand that false statements may lead to the refusal or withdrawal of the candidate's scholarship award.

**Signature of Applicant:**

**Date:**

**Signature of Parent/Guardian:**  
(If under 18 years of age)

**Date:**